

Most Common Errors for Waiver Packets

- 1.) No Memorandum requesting what the Soldier wants as a request for MOS determination from the Retention NCO, NGB, or Army Reserve Command.
- 2.) No supporting documents for requesting MOS determination.
 - Soldier served in a CMF 21 coded position for two years and no NCOERs were included in the packet to reflect this service and experience of MOS.
 - ACASP requests do not have certificates, transcripts, diplomas, union cards, or employment records showing the period of actual work experience, training received, degree of proficiency attained, and a summary of duties and training in a civilian-acquired skill.
- 3.) Soldiers DA Form 2-1 is not certified and not updated.
 - BASD – not on form
- 4.) ERB is not updated showing PULHES.
- 5.) No DD Form 2808 Medical Evaluation (Physical) Showing:
 - Color Vision
 - PULHES
- 6.) Soldiers are already in school and late submission of request.
 - Check DA Pam 611-21 and ATRRS for MOS/Course prerequisites
 - Ensure Soldier meets MOS prerequisites IAW DA Pam 611-21 before hiring for position or signing contract
- 7.) Poor quality of request packets – This is the unit responsibility!
 - Incomplete packets/supporting documents (blank DA Form 4187)
 - Insufficient justification to support approval of waiver request. NOTE: If you cannot determine the reason why the exception/waiver should be granted do not assume that our office can.
 - Documents are highlighted and you cannot read information on documents.